

Date: Mar 22, 2006

Name: Julie Testing
ID: 137903

Data Entry Summary

General Reasoning (Cognitive)

Slower Processing
Accepts Simple & Repetitive Work



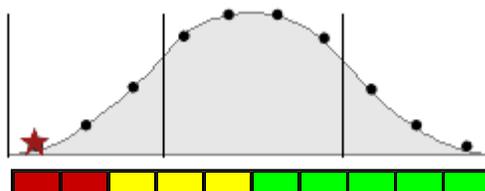
Faster Processing
Needs Intellectual Challenge

- Julie should be allowed additional time to learn the job including hands-on training
- If the data entry is highly complex in nature, Julie may need additional time to review and double check entries

Question: Tell me about a time when you did not do a task correctly because you had not been trained properly. How could the training have been handled better to suit your learning style?

Conscientious (Organization)

Carefree
Impulsive



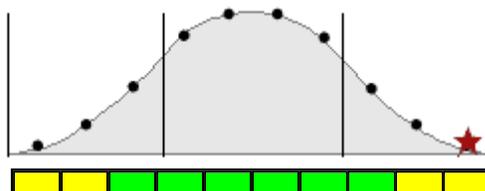
Detail Oriented
Dependable

- Julie may allow details to be overlooked which can be problematic in data entry roles that rely on careful attention to detail
- Generally responds well to interruptions and unexpected requests

Question: Tell about a time when you forgot some important details of a project. How did you handle that?

Tough Minded

Cooperative
Agreeable



Direct
Determined

- Tends to be direct, tough minded and skeptical which can be helpful for scrutinizing details and ensuring accuracy
- High level of tough mindedness may make some data entry roles less enjoyable considering that Julie will not have as much control over the day as desired
- Data entry situations where there is some level of confrontation to be handled may be better suited to Julie's style

Question: Tell me about a situation where you and a co-worker did not get along? How did you handle that?

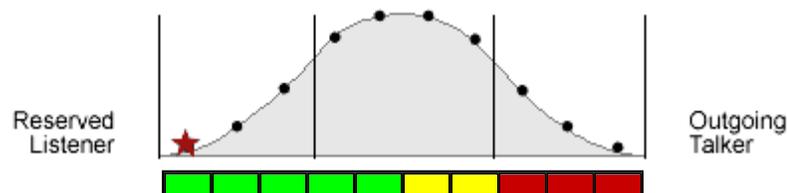
Conventional (Rules)



- Julie tends to be consistent and follow the procedures closely which is helpful in many data entry positions
- Prefers an environment that is structured and predictable
- May have some difficulty working in an environment where requests or projects are often unique and unexpected

Question: Describe a time when it seemed like the policies and procedures were changing too quickly and it was difficult to keep up. What was it like?

Extroversion



- Julie tends to be reserved and quiet and prefer low to moderate interaction with others during the day
- Julie is typically a good listener and doesn't mind working alone which can work well for many data entry roles
- Better suited for a data entry position that doesn't require continual interaction with others during the day

Question: Tell me about a time when you had to present some information to several people at once in a meeting. What was it like?

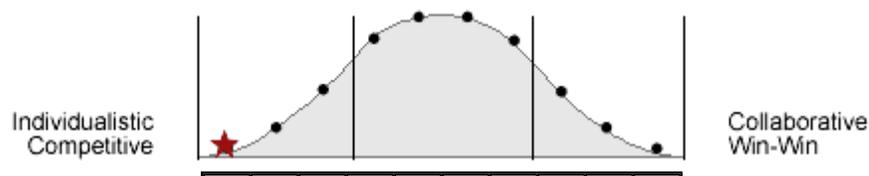
Stable



- Tends to be sensitive to the needs of others
- Julie's sensitivity may cause stress if the environment is overly demanding and fast-paced
- At times, Julie may have an exaggerated sense of urgency

Question: Tell me about a time when you became very upset at work. What was the situation and what happened?

Team

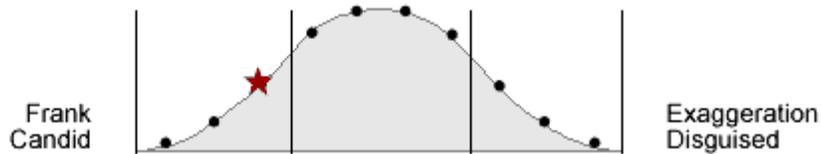




- Julie is typically self-motivated and very competitive
- May have difficulty working within a team
- Better suited for data entry roles that allow for individual recognition but be sure the rewards are also tied to quality rather than just quantity of work

Question: Give me an example of a time when you had to pick up the slack for another worker and you did not receive credit for it. What was that like?

Good Impression
(Social Desirability)



- Julie's responses have been frank and open

*The participant has scored in the "red zone" in 1 area.

Overall
75% *

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

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Data Entry Interview Questions

General Reasoning (Cognitive)

Question: Tell me about a time when you were expected to solve particular problems in your job even though you had not been properly trained. How did you deal with it?

Question: Give me an example of when you have been able to think quickly to solve a problem in your job.

Question: Tell me about a time when you were frustrated because you didn't think you were given enough time to learn your job. What was the situation and what did you do?

Conscientious (Organization)

Question: Tell me how you keep track of the details of a project or task.

Question: Give me an example of how you have followed up with someone who asked for additional details on a project or task. How did you handle the follow up?

Question: Describe a time when you lost track of some details for a project and it caused a problem. What did you do?

Tough Minded (Assertiveness)

Question: Tell me about a time when you disagreed with a supervisor about how a customer situation should be handled. What did you do?

Question: Tell me about a time when you became impatient with a coworker or supervisor because they were being unreasonable. What happened?

Question: Give me an example of a time when you had to make an important decision on something even though it wasn't your responsibility. What was the situation and how did it work out?

Conventional (Rules)

Question: Describe a time when you had to begin working and you had not really been trained yet and didn't know what you were supposed to do. What was it like?

Question: How have you handled a situation where there was no procedure in place?

Question: Tell me about a time a good customer wanted something that was not consistent with policy. What did you do?

Extroversion

Question: Give me an example of a time that someone praised you for your ability to listen to them. What was the situation?

Question: Tell me how you handle coworkers who like to chat with you even though you need to move on to the next task.

Question: Tell me about a time at work when you needed to take a break and get away from people for a while. What was it like?

Stable

Question: Give me an example of how you have dealt with a lot of stress in your job every day. What did you do?

Question: Tell me about a time when a customer or coworker was very upset and was being unreasonable. What did you do?

Question: Describe a time when you worked in an environment that you thought was motivating but not too stressful. What was your day like and what made it motivating?

Team

Question: Tell me about a time when you did something extraordinary in your job but were not given credit for it. What did you do?

Question: Give me an example of a time when a coworker needed your help with a project or task. What was the situation and how did you handle it.

Question: Give me an example of a time when you were praised for your performance in front of the team. How did your coworkers respond?

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